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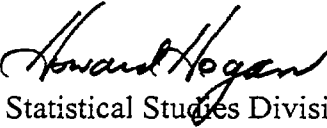
## MASTER FILE

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### DSSD CENSUS 2000 PROCEDURES AND OPERATIONS MEMORANDUM SERIES # I-1

MEMORANDUM FOR: Brian Monaghan  
Lead Assistant Division Chief for Censuses  
Field Division

Attention: Management Training Branch  
Field Division

From: Howard Hogan   
Chief, Decennial Statistical Studies Division

Prepared by: Kara Morgan Clarke 

Subject: Observation of L/E Field Follow-Up  
North of Cheyenne, Wyoming  
May 23 and May 24, 2000

Attached is a List/Enumerate Field Follow-Up observation report for May 23 and May 24 outside Cheyenne, Wyoming. Questions concerning this report should be addressed to Kara Morgan Clarke (DSSD) at (301) 457-8097 or kara.m.clarke@ccmail.census.gov.

#### I. Introduction

I observed List/Enumerate Field Follow-Up operations north of Cheyenne, Wyoming on May 23 and May 24, 2000. The purpose of my observation was to see how well, List/Enumerate Field Follow-Up procedures worked in the field. I went with two different enumerators. However, the same geographic area was covered. I primarily observed enumerators verifying those housing units were correctly identified as vacant. The enumerator discovered a few missed housing units in the process and enumerated these people.

## **II. General Observations**

I observed mainly two types of housing units. First, there were ranch homes, each on several hundred acres. These required lots of driving time between stops. Sometimes vacant homes existed on the same property as the ranch homes. Usually, these homes were left vacant by deceased relatives and used as storage or office space. Second, there were small homes in neighborhoods of the towns. We observed vacant homes here, that were either empty rental units or homes that shared property with occupied housing units, but were left vacant by deceased relatives. One exception was a trailer, which upon closer inspection turned out to be an office for a small shooting range.

Both enumerators, I observed, seemed very prepared. They were very familiar with the area and the roads. This proved to be particularly useful because the county had taken down all of the road signs. Both enumerators were careful to use their automobile odometers to exactly match their location to locations on the maps. The guidelines for verifying vacant housing units were followed exactly. The enumerator's knowledge of the maps and guidelines and their determination to resolve cases were outstanding.

## **III. Problems**

Field follow-up uncovered some housing units incorrectly placed on the map and part of a block missed during List/Enumerate. Two potential problems arose during the enumeration of these housing units. One enumerator informed a resident that children under one are not counted in the census. This was surprising because the enumerator was extremely knowledgeable, organized, and diligent. Another enumerator admitted that field personnel sometimes arrange houses within a block, and sometimes between blocks, to give more long forms too vacant/deletes. The Sample Tolerance check is designed to catch this type of systematic error. This particular enumerator asked why they were sometimes sent back to a household to convert short forms too long forms. This indicated to me that the Sample Tolerance check was catching these cases.

The enumerators attempted to follow the enumeration guidelines as much as possible. However, when the enumerators tried to use the flash cards the respondents seemed much more confused than before. The enumerator would have to take the flash cards back and verbally explain the questions and the possible answers. Respondents appeared confused at the wording of some of the questions and answer choices, too. The enumerators frequently reworded the questions and asked them a second time.

## **IV. Summary and Recommendations**

Both enumerators seemed ready and eager to perform required job tasks. Both enumerators were excellent interviewers. They were able to make people feel comfortable and get an interview, even

after initial reluctance from the respondents. Gaining the confidence of the respondents and skills in map reading were areas where both enumerators excelled. Overall, I thought the Field Follow-Up operation was successful.

Two potential areas of concern were revealed: the misunderstanding that infants should not be counted and the possibility that some enumerators rearranged their cases to give more long forms to vacant units. The first problem might be handled by more training or better clarity on the forms. The Sample Tolerance Check is designed to address the second issue. The Sample Tolerance Check looks for statistical differences between enumerators. Assignment Areas that have significantly more long form vacant/deletes are resampled. This is likely the reason that the enumerator saw short forms converted to long forms.

cc:

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